

**MAYOR AND TOWN COUNCIL
TOWN OF FOREST HEIGHTS
RESOLUTION 73-22**

**A RESOLUTION TO AWARD A CONTRACT FOR AUDITING SERVICES FOR THE
TOWN OF FOREST HEIGHTS FOR FISCAL YEARS 2022 AND 2023 TO FRANCIS J.
DISALVO, CPA TO PERFORM THE YEARS ENDING JUNE 30, 2022, AND JUNE 30,
2023**

Introduced by: Mayor Calvin Washington

WHEREAS, the Town Charter, §33-57 (Audits) requires that the financial books and accounts of the Town shall be audited annually by a certified public accountant selected by the Mayor and Council; and

WHEREAS, the Town Charter, §33-63 (Purchases and contracts) states that all contracts involving professional services such as accounting, architecture, auditing, engineering, law, planning, and surveying, shall not be on a bid basis, but shall be negotiated by the Council; and

WHEREAS, the Mayor and Council adopted Resolution 49-21 on October 20, 2021 to retain the auditing services of UHY LLP for a 1 year engagement with the option to extend for 2 additional years; and

WHEREAS, the Town has in the past retained the services of Francis J. DiSalvo, CPA and said auditor had served the Town as an independent contractor since 2009, but after UHY LLP Mr. DiSalvo was hired by the Mayor on March 29, 2022 to expeditiously fill a temporary part-time employment capacity as the Assistant Treasurer/Financial Advisor; and

WHEREAS, the Mayor and Council finds that the Town prefers an audit firm with extensive institutional knowledge and a strong background of the Town and local experience in financial and compliance audits, which Francis J. DiSalvo, CPA has performed for several municipalities in the past including the Town; and

WHEREAS, the Mayor and Council further finds the Town of Forest Heights' Budget for FY 2022 and FY 2023, sufficiently appropriates funds for these Annual Town Audits.

NOW THEREFORE, BE IT RESOLVED that the Mayor and Town Council of the Town of Forest Heights, Maryland hereby selects, approves and agrees to accept Francis J. DiSalvo, CPA's engagement letter or agreement to perform the financial and compliance audit and provide related audit services for the audit years ending June 30, 2022 and June 30, 2023 at a cost not to exceed \$20,000 for each year, provided an appropriation for services is approved and funds are made available in said FY budgets.

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon passage.

PASSED this 9th day of January 2023.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland

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ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

WASHINGTON

Yea

KENNEDY

Yea

NOBLE

Yea

BARNES

Yea

HINES

Yea

LILLY

Yea

ATKINSON

Yea

AbSent

ATTEST:

THE TOWN OF FOREST HEIGHTS,
MARYLAND

Sherletta Hawkins

Sherletta Hawkins, Town Clerk

By: [Signature]

Calvin Washington, Mayor

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the 17 day of January 2023 with 5 Aye votes and 0 Nay votes the aforesaid Resolution 73-22 passed.

Sherletta Hawkins

Sherletta Hawkins, Town Clerk

Exhibits -- (DiSalvo CPA Engagement Letter)

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